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8461(NC)

CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

01/10/07

Revised

CLASSIFICATION SPECIFICATION

**TITLE: PRINCIPAL MANAGEMENT ANALYST
PRINCIPAL MANAGEMENT ANALYST (NON-CLASSIFIED)***

DEFINITION

Under management direction, to supervise, lead, and perform specialized professional work in finance and budget analysis, preparation, administration, and reports; to oversee the developing, implementing, projecting, and monitoring of revenue and expense related activities of the city; to develop, implement, and monitor performance criteria for work programs of City departments and for services contracted to outside agencies; to supervise and participate in a variety of complex studies, research, and analyses relative to programs and their financial support; to supervise or lead the activities of a division or section; to provide financial/budgetary management support to the Assistant City Manager, Finance Director, or Deputy Police Chief, or designee; and to perform other related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Assistant City Manager, Finance Director, or Deputy Police Chief, or designee, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead/supervisory level class within the Management Analyst series. This class is distinguished from the Senior Management Analyst by the difficulty and complexity of duties; the supervisory responsibility for a division or section; the oversight of multiple functional areas such as the annual cost control study and cost allocation plan, special studies, city-wide grants administration, departmental computer operations, position control and position vacancy authorization, budget assembly, capital improvement projects assembly; and the direct supervision of professional personnel. This class is characterized by the responsibility to develop, manage, and coordinate the policies, programs, and financial operations of a complex organization. Incumbents exercise decision-making authority. Direct supervision is exercised over professional, para-professional, technical and/or clerical staff. Incumbents represent the Assistant City Manager, Finance Director, or Deputy Police Chief, or designee before the City Council, City Manager, community groups, other City staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives management direction from the Assistant City Manager, Finance Director, or Deputy Police Chief, or designee, as assigned. Exercises functional, technical, lead, and supervisory responsibility over professional, para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

All positions:

- Assist in establishing and implementing organizational policies and procedures; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.
- Supervise and perform complex research and analyses activities concerning organizational structure, staffing, operations, procedures and policies; make recommendations for departmental and city policy.

- In conjunction with the appropriate departments and outside agencies, oversee and perform activities related to developing, implementing, projecting and monitoring of revenue and expense related activities for city programs and contracted services.
- Participate in the development of management information systems and processes.
- Supervise and participate in providing training, technical support, and group presentations to employees, executive management, and elected officials regarding operational policies and procedures.
- Coordinate and prepare council reports, financial reports, statistical tables, charts and graphs.
- Serve as a management liaison to various boards, committees, and citizen advisory groups, as assigned.
- Participate in the selection of professional, para-professional, technical, and clerical personnel; establish work standards; supervise, train, and evaluate personnel.
- Oversee the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance.

In addition to the above duties, when assigned to the Finance Department:

- Direct and coordinate the fiscal and analytical operations of the section or division, which may include, but are not limited to, the functions of monitoring revenue and expense related activities, fiscal control, cost control and allocations, special studies, and computer operations.
- Supervise and perform complex research and analyses activities regarding various financial related projects, such as development impact on city services and costs thereof; analyses of changing services and impacts upon fees and charges; analyses of alternative methods of financing; analyses of state mandated financial reporting requirements; monitoring and analysis of federal and state proposed and implemented legislation.
- Oversee and perform activities related to developing, reviewing, and analyzing budgeted revenue estimates and fund sheets for the preliminary and final budget.
- Coordinate the preparation of the annual cost control study and cost allocation plan reports used to establish fees and charges and determine interdepartmental charges.

In addition to the above duties, when assigned to the Office of Management and Budget:

- Direct and coordinate the fiscal and analytical operations of the section or division, which may include, but are not limited to, the functions of budgeting, fiscal control, cost control and allocations, position control and position vacancy authorization, budget assembly, special studies, grant administration, contract administration, capital improvements, and computer operations.
- Coordinate and participate in developing schedules, formats, and procedures for budget preparation and control.
- Supervise and participate in the review and analysis of departmental budget estimates and in the development of preliminary and final City budgets.
- Assist in presenting and justifying the annual operating revenues, departmental budget estimates, and capital improvement budgets to the City Council.
- Participate in budget conferences and make recommendations on budget requests.
- Oversee activities related to grants administration for the City.
- Supervise the monitoring and authorization of all position vacancies.
- Supervise the maintenance and modification of the Budget Development System.

- May represent the Assistant City Manager in budgetary matters in their absence.

In addition to the above duties, when assigned to the Police Department:

- Direct and coordinate the fiscal and analytical operations of the section or division, which may include, but are not limited to, the functions of background investigations, employee promotional processes, policy revisions, workers' compensation claims, position control, and compliance with state and federal regulations.
- Supervise civilian background investigations.
- Ensure the agency is in compliance with all state and federal regulations as they relate to background investigations.
- Coordinate revision, research, development, and tracking of department policies and procedures.
- Coordinate research, planning, and development of strategies for recruitment of new department personnel.
- Supervise the monitoring of all position vacancies.
- Supervise the management of department Workers' Compensation tracking.

QUALIFICATIONS

Knowledge of:

- Principles, methods and practices of public administration, municipal finance, accounting and budget.
- Principles, methods and practices of fiscal projections and their application to municipal budgeting and finances.
- Cost accounting procedures and practices and their relationship to budgeting.
- Research techniques, methods and procedures.
- Principles and techniques of systems and procedures analysis.
- Principles of supervision.
- Computer software applications used to create spreadsheets and analyze data in database form.
- Modern office management principles, practices, equipment, and systems.

Ability to:

- Gather pertinent facts, make thorough analyses and arrive at sound conclusions and projections.
- Analyze, interpret and report research/analytical findings in clear, complete and logical form.
- Present ideas concisely and effectively, orally and in writing.
- Explain technical financial projections, analyses, budgeting, and accounting problems in a simple, non-technical language.
- Operate a personal computer using data base and spread sheet programs; perform limited program modification to adapt software to varying applications.
- Supervise, train and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of additional qualifying professional experience may substitute for two years of the required education on a year for year basis.

Experience: At least 5 years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably in municipal government. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Principal Management Analyst

TO: Assistant City Manager or Accounting Manager/Controller